

Leith Chooses meeting 4 December 2024

Present: Abby, Bruce (minutes), Don, Douglas, Jack, Naomi, Sally, Susan, Tremaine, Helen (Tremaine and Naomi's manager)

Apologies:

- Definite actions are green-highlighted. Updates in today's meeting that might imply actions or issues are yellow-highlighted.
- In the following, 'TB/ND' means 'Tremaine and/or Naomi'

1 Gallery

Sally had raised three items:

- Leith Primary Parents Council's project title (Friday night lights) seemed inappropriate – now changed to 'boosting the trim trail'
- The Junction's project description implies they already provide snacks, so this is apparently not a new project.
 - Action: Sally to remove 'continue' etc from gallery wording.
 - Action: Tremaine to email The Junction that there must be a new aspect to the project, and that they have to 6 December to acknowledge this and accept our wording change.
- Edinburgh Remakery's project is an arts project (a mural) so would be eligible for LeithLate funding.
 - So eligible projects (and requests) are NEPAT (£5000), Super Power Agency (£1572), A.R.Ts Afternoon (£2475), Norinemindeyes (£5000), Broughton Primary (£3794), Creative Electric (£4900), Sketchy Beats (£5000), Edinburgh Remakery (£4900), ELREC (£4469)

Organisation	CEC concerns/actions	SG concerns/actions	Asked for support	Amount requested	Boost requested	Date all issues resolved
Leithend Football Academy	WITHDRAWN	WITHDRAWN	WITHDRAWN	WITHDRAWN	WITHDRAWN	WITHDRAWN
Water of Leith Conservation Trust	WITHDRAWN	WITHDRAWN	WITHDRAWN	WITHDRAWN	WITHDRAWN	WITHDRAWN
Nepal Scotland Association	NONE		Y	£5,000	Y	2024_11_28
North Edinburgh Performing Arts Training	NONE		?	£5,000	N	2024_11_28
Rowan Alba	NONE	NONE	N	£5,000	N	2024_11_20
Building Bridges	NONE		N	£5,000	Y	2024_11_28
North East Edinburgh Counselling Service	WITHDRAWN	WITHDRAWN	WITHDRAWN	WITHDRAWN	WITHDRAWN	WITHDRAWN
Super Power Agency	NONE		Y	£1717.57	N	2024_11_13
A.R.Ts Afternoon	NONE		N	£2,475	N	2024_11_06
Leith Runs Together	NONE		N	£4,800	N	2024_10_02
One Parent Families Scotland	NONE		N	£2,975	N	2024_11_20
Dr Bell's Family Centre	NONE		N	£4,950	N	2024_11_06
AUGB	NONE		Y (done)	£5,000	Y	
Hibernian Community Foundation	NONE		N	£4,720	N	2024_11_06
Norinemindeyes Culture Connect Incorporated	NONE		?	£5000	Y	2024_11_20
Broughton Primary School Parent Council	NONE		N	£3,494	N	2024_11_20
Citadel Youth Centre	NONE		N	£3,600	N	2024_11_06

Organisation	CEC concerns/actions	SG concerns/actions	Asked for support	Amount requested	Boost requested	Date all issues resolved
Edinburgh Tool Library	WITHDRAWN	WITHDRAWN	WITHDRAWN	WITHDRAWN	WITHDRAWN	WITHDRAWN
Creative Electric	NONE		?	£4,900	N	2024_11_20
Who Cares? Scotland	NONE		N	£2,520	N	2024_11_20
Leith Primary Parent Council	NONE	project title updated	Y	£4,768	N	2024_11_28
Norton Park SCIO	NONE		N	£5,000	N	2024_11_20
Leith Community Growers	NONE		Y	£4990	TBC	2024_11_28
Sketchy Beats Art Collective	NONE		N	£5,000	N	2024_11_20
Himalayan Centre	REJECTED	REJECTED	REJECTED	REJECTED	REJECTED	REJECTED
Edinburgh Remakery	NONE		N	£4,900	N	2024_11_20
Leith Festival Association	NONE		?	£3,600	N	
ELREC	NONE		Y	£4,469	Y	2024_11_20
Leith Walk Primary Parent Council	NONE		N	£2,631	N	
The Junction	NONE	concern that the project wording implies continuing project Action TB to email as noted above	Y	£2,400	No	issues to be resolved

2 Updates from CEC

2.1 LeithChooses and PB in the future

- The 2024-25 budget is the same as that for 2023-24.
 - Then Andrew Field will meet with steering group about 2025-26 and further roll-out of PB across the city.
 - CEC is committed to widening PB, and aiming for the 1% agreed with COSLA some years ago.
 - However, while it is not financially feasible to replicate LeithChooses across the city, CEC is not trying to 'do PB on the cheap'
- The draft *Learning from LeithChooses* document had caused some concern with some members of the steering group, but it was made clear that this is only part of a set of documents on the future of PB in Edinburgh that will widely consider the benefits and challenges of PB. Naomi has engaged with other PB instances, read Oliver Escobar's publications, undertaken other research.
 - Action: Bruce to send a couple of PB research papers he co-authored to Naomi.
 - Most steering group input has been reflected in a new draft.
 - It was recommended that Naomi meets/engages with SCDC, who run the PB Scotland website, and have wide knowledge of PB in Scotland.
- CEC's PB working group appears to not be active.

3 Preparation for voting day (and awards day)

- Andrew Field is happy to be involved in both the voting day and the awards ceremony.

3.1 Volunteers for voting day

Volunteers seem to be of 3 types:

- Community grants team
 - Action: Helen/TB/ND to advise how many might volunteer this year.
- Greens (and other councillors)
There may be 4 of these plus Susan.
 - Action: Susan to email all councillors to 'save the date'.
 - Action: Susan/Jack to reiterate invitations to LC cllrs, a few days later than the email to all cllrs.
 - Action: Susan/Jack to invite high-ups in the Place Directorate, including Paul Lawrence, so they can see grass-roots 'place' happenings.
 - Action: Sally to invite all relevant MPs and MSPs, including list/regional MSPs.
- CC members
Some have already volunteered.

Tremaine has a list of volunteers from last year, hence implicit actions:

- Tremaine to maintain this list
- Susan, Sally, Jack to feed back to her so she can do so.

3.1.1 Press table (Edinburgh Reporter)

- Action: Susan to get Phyllis to provide press coverage, and source helpers.

3.2 Community police

- Action: Bruce to invite community police associated with Leith Central, Leith Harbour & Newhaven, New Town & Broughton
- Action: Sally to invite community police associated with Leith Links
 - Process: Bruce drafts wording for him and Sally, Sally to check wording is OK. Basic message to be 'come and mingle, take part'

3.3 Getting feedback at voting day

It was noted that we would like to gain more robust feedback, i.e. more voters feeding back.

- Hence the feedback station needs to be staffed all through the voting day.
- It will help that there is no 'theme-choice' station this year – this may have interfered with last year's feedback gathering.

3.4 Children's vote

- Debbie has confirmed she will run this

3.5 Prize(s) for best stall

- Action: Don to source this/these. (We talked of two prizes, one for children, one for the main vote.)

3.6 What we have already, what we still need

The following is taken from TB/ND's 'budget' spreadsheet:

Category	Item	Status	Owner	Date completed/notes
Catering	UHT cow's milk	awaiting confirmation	TB/ND	
Catering	Oat milk	awaiting confirmation	TB/ND	
Catering	Teabags	y	TB/ND	
Catering	Coffee cans	y	TB/ND	
Catering	Sugar	y	TB/ND	
Catering	Water	awaiting confirmation	TB/ND	
Catering	Orange Juice cartons	awaiting confirmation	TB/ND	
Catering	Apple Juice cartons	awaiting confirmation	TB/ND	
Catering	Satsumas	awaiting confirmation	TB/ND	
Catering	Mini-packs of biscuits	awaiting confirmation	TB/ND	
Catering	Gluten-free biscuits mini-packs	awaiting confirmation	TB/ND	
Catering	Foil serving trays	awaiting confirmation	TB/ND	
Catering	Insulated paper cups (no lids)	y	TB/ND	
Catering	Napkins	awaiting confirmation	TB/ND	
Catering	Stirring sticks	awaiting confirmation	TB/ND	
Catering	Bin liners	awaiting confirmation	TB/ND	
Catering	Banqueting paper	y	TB/ND	
Catering	Sweeteners	TB to add to quote request	TB/ND	
Catering	Supermarket surplus donation	Sally to ask	Sally	We'd like crisps, water, juice, fruit
Catering	Urns for hot water	Sally to check with Rob	Sally	Sally has emailed Rob what he should know about voting day, and asked about urns. No reply yet
Stationery	Blue tack	ordered	TB/ND	
Stationery	Address labels for voting cards	ordered	TB/ND	
Stationery	Sticky dots for evaluation	ordered	TB/ND	
Stationery	Badges to indicate no photos	ordered	TB/ND	
Stationery	Volunteer badges	ordered	TB/ND	
Stationery	Felt tips	ordered	TB/ND	
Stationery	Highlighters	ordered	TB/ND	
Stationery	Flipchart markers	ordered	TB/ND	
Stationery	Envelopes	ordered	TB/ND	
Stationery	wrist bands	y	TB/ND	We have well over 1000, which should be sufficient
Stationery	Paper roll for evaluation	y	TB/ND	
Stationery	Ballot box seals	y	TB/ND	Jack also has cable ties
Stationery	Clickers x2	y	Jack	
Stationery	walkie talkies x2	y	Jack	

Category	Item	Status	Owner	Date completed/notes
Stationery	black ballot boxes x3	y	TB/ND	These are at Waverley Court
Stationery	perspex ballot box	Douglas to check library, Tremaine to check with Jade		We currently don't know where this is. If we can't find it, we will need to source a replacement.
Stationery	lamination slips	TB to order	TB/ND	The minimum order value needed is £30, so this will be made up with nice things for children etc.
Stationery	hi-vis vests	y	TB/ND	
Stationery	tabards	y	TB/ND	
Furniture	Tables - 6ft folding	awaiting confirmation	TB/ND	We are concerned the normal supplier may be booked out on the voting day. So: - TB/ND to phone, giving them a deadline of 2024_12_11 for a positive reply. - Meanwhile, TD to research alternative suppliers
Furniture	Chairs - folding	awaiting confirmation	TB/ND	As above
Furniture	Delivery	awaiting confirmation	TB/ND	As above
Furniture	Removal	awaiting confirmation	TB/ND	As above
Entertainment	Face painting	y	TB/ND	
Entertainment	Smoothie bike and ingredients	awaiting confirmation	TB/ND	No update from Miriam (on CG team).
Marketing and Promotion	Graphic design	y	TB/ND	
Marketing and Promotion	T-shirts for staff and volunteers	y	TB/ND	
Marketing and Promotion	Paid social media	awaiting confirmation	TB/ND	The designer hasn't yet sent the social media graphics, so Action: Tremaine to nudge him
Marketing and Promotion	Banner	awaiting confirmation	TB/ND	Action: Tremaine to check with Rob Levick that he is happy for one to be installed at the Kirkgate
Marketing and Promotion	Posters	awaiting confirmation	TB/ND	
Marketing and Promotion	Flyers	awaiting confirmation	TB/ND	
Marketing and Promotion	Banner stickers	to-do	TB/ND	
Marketing and Promotion	Postcode list		TB/ND and CEC GIS team	Still waiting on GIS team
Marketing and Promotion	Postcode map		TB/ND and CEC GIS team	
Marketing and Promotion	Lamppost wraps	y	TB/ND	
Office printing	Voting instruction posters	y	TB/ND	
Office printing	Gallery		TB/ND	Action: Bruce to make up a PDF of the gallery (after Junction text is finalised)
Office printing	Directions		TB/ND	If this means 'direction arrows': Action: Jack to sort these

Category	Item	Status	Owner	Date completed/notes
Office printing	Table map		TB/ND	Last year, one of the boosted entrants has very close to the ballot box, probably giving it an unfair advantage of the others who were significantly further. Hence - Action: boosted project tables to be equitably distant from ballot box. - Action: boosted projects to have clear 'this is a boosted project' signs and flags. - Action: Susan to supply the bamboo for these flags.
Office printing	Volunteer briefing	Sally to check and send	Sally	
Office printing	Table numbers		TB/ND	
Office printing	Voting instruction slips		TB/ND	Action: Jack to circulate current draft Action: Steering Group to check draft is OK.
Office printing	Signs for press box, ballot box, etc	Jack to send	Jack	
Office printing	Allergen signs		TB/ND	
Office printing	Risk assessment		TB/ND	

4 Voting website

- Some dropdowns were out of date.
- The voting instructions pages needed tweaks to entry of postcodes, particularly in relevant error-messages.
 - Main instruction to be 'enter your Leith postcode: the postcode of where you live, work, volunteer or study in Leith'
 - This also needs a reminder to type a space, nearer to the postcode field.
 - If voters don't know their postcodes, they are to be told 'if you don't know your postcode, enter your home address' (but we know this might be outside the LC area, and it may not be possible to edit error-messages)
- Action: Tremaine to work with Emma Candy to sort these.
- Action: Bruce to review updated version on 2024_12_08.

5 AOB

- Action: Susan to organise a voting-day 'scavenger hunt' quiz over the holidays, and provide a prize.
- Action: Sally to advertise 'quiet-room' voting to applicants, and draft an email to applicants.
- Action: TB/ND to email from LC mailbox (when CEC has fixed the send-block)